	Document Number NSHS-0S-001	Version 01	Effective Date 27 JUL 01
	Title Recruit & Hire		Page 1 of 3
	Process Owner Civilian Personnel Liaison		Approval Authority Director, Support Services

1. Purpose & Scope

The purpose of the Recruit & Hire process is to advertise positions and select Civil Service Employees.

2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart; a) NSHS-001, Naval School of Health Sciences Quality Manual, b) NSHS-002, Quality System Document Control, c) SECNAVINST 5212.5, Navy and Marine Corps Disposition Manual.

3. Definitions

The terms listed below are defined to assist the reader.

- 3.1 **SF-52**: Request for Personnel Action.
- 3.2 **PD**: Position Description.
- 3.3 **OF8**: Position Description Coversheet.
- 3.4 **CPL**: Civilian Personnel Liaison.
- 3.5 **HRO**: Human Resources Office Bethesda.
- 3.6 **Crediting Plan**: Basis for rating applicant.
- 3.7 **Job analysis**: List of knowledge, skills, & abilities for a position.
- 3.8 **HRSC**: Human Resource Service Center.
- 3.9 **CERT**: Certificate.
- 3.10 **PPI**: Personnel Process Improvement Database.
- 3.11 **Manager**: Director(s) or Head of Departments.

4. Document Review & Concurrence

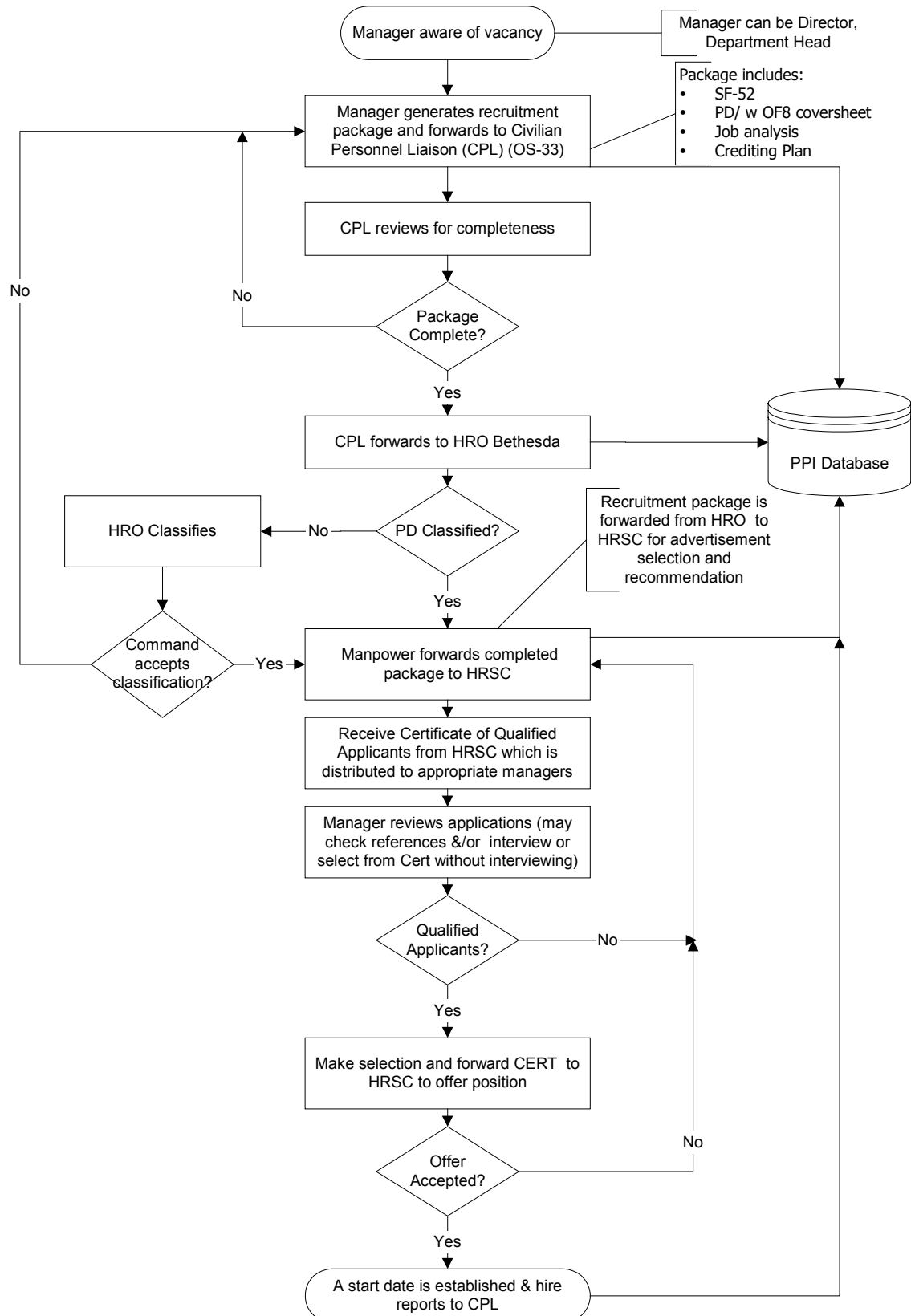
Title of Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
Civilian Personnel Liaison	OS 33 (Process Owner)	Ms. B. Thomas	Director, Support Services	OS (Approval Authority)	LCDR E. Kennedy
Admin Officer	OS3	ENS T. Carr			

5. Summary of Changes

Version	Description	Date
01	Initial issue of procedure.	27 JUL 01

Document Number NSHS-OS-001	Version 01	Effective Date 27 JUL 01	Page 2 of 3
Title Recruit & Hire			

6. Process Flowchart



Document Number NSHS-0S-001	Version 01	Effective Date 27 JUL 01	Page 3 of 3
Title Recruit & Hire			

7. Quality Records

<i>Record Name</i>	<i>Owner</i>	<i>Location</i>	<i>Indexing</i>	<i>Duration</i>	<i>Disposition</i>
PPI Database	HRSC	Database	SSN	Until person hired	Database continuously overwritten

8. Addendum

N/A